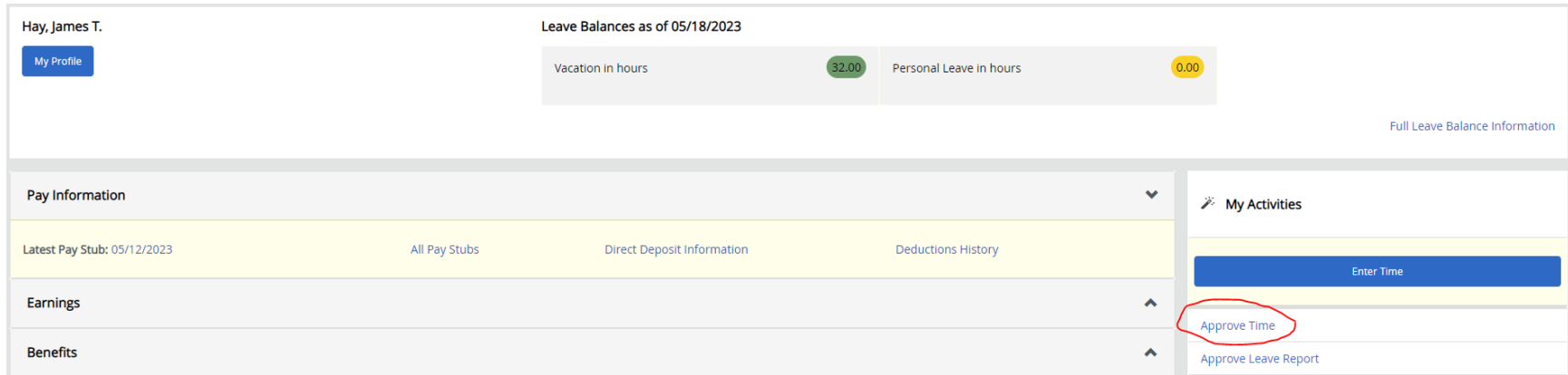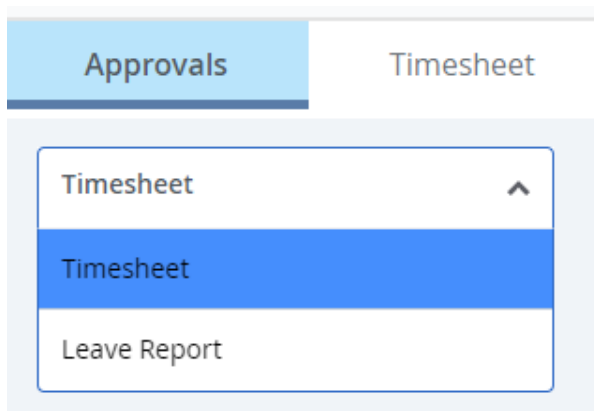On your Employee Dashboard in Self Service 9, you should look for a button saying "Approve Time" in the My Activities box:

You will have to be careful on the next screen to know what you are looking at. The first dropdown box lets you select Timesheet or Leave Report:

Select Timesheet if you are looking to approve timesheets for non-exempt employees. Select Leave Report if you are looking to approve Vacation/Personal Leave Reports for exempt employees only. As a supervisor, you may have both Timesheets and Leave Reports, or just one of these depending on what types of employees you supervise.

After selecting Timesheets or Leave Reports, the other 4 dropdown boxes to the right will let you select the department, employee name, time record status (In Progress, Pending, Error, etc.), and Employee ID field. It's good to just look at all departments and "All Statuses except not started" which is the default dropdowns as shown below. The 3rd dropdown menu lets you select which pay period you want to look at, so be sure you know which pay period you are looking for:

Below this area you should be able to see all employees that you approve for, and who have at least started their Timesheet or Leave Report. Please note the following:

- Any employee that shows as **In Progress** has not yet submitted their Timesheet or Leave Report. You have to wait until they submit it to you for you to approve. The exception is that if an employee doesn't submit by their deadline, you can submit for them before your approver deadline. For non-exempt timesheet employees, they usually have until 11 am every other Monday. If they don't submit by 11 am, you have until 1 pm on that Monday to submit and then approve for them (this is known as the approver sweet-spot). If you are trying to approve a Leave Report for an exempt employee and experience issues, please reach out to the Payroll Department.
- Any employee that shows as **Pending** has submitted their Timesheet or Leave Report on time, and you should be able to approve as long as your approver's deadline hasn't passed (usually 1 pm every other Monday)
- If an employee is in an **Error** status, the employee should still be able to submit and make changes, and you should still be able to approve once the Timesheet/Leave Report is sent to your queue.
- Please check UNotes frequently to see if Payroll is changing submission and approval deadlines, as this sometimes happens around holidays and University Close periods

Let's take a look on the next page to see what might show up when you make your selections. We will use the Payroll Office as an example:

0	1	0	0	0	0	0
Pending	In Progress	Returned	Error	Approved	Completed	Cancelled
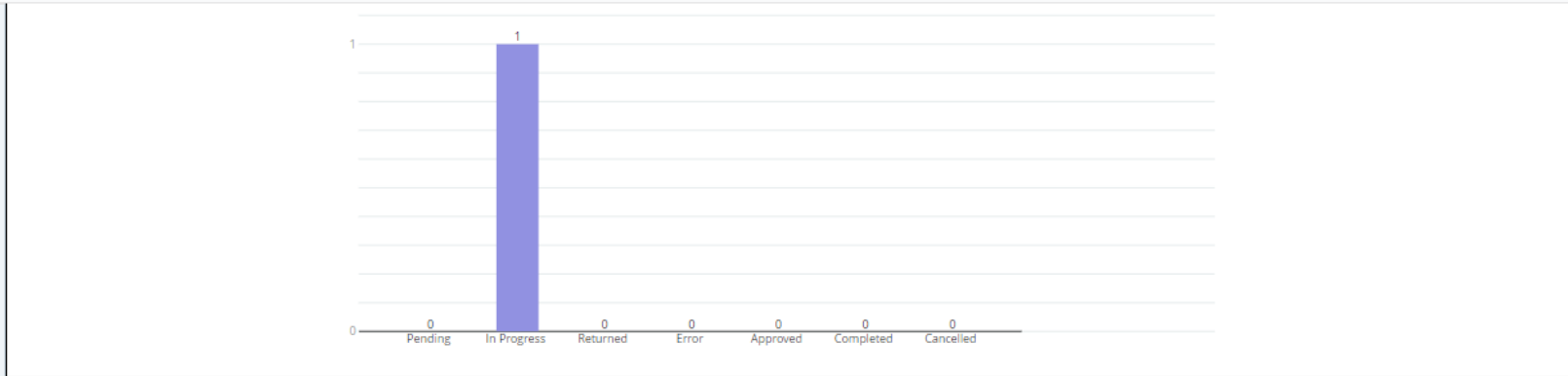
Pending   0

In Progress   1

Employee Name	⇕	ID	⇕	Organization	⇕	Hours/Units	⇕
Hay, James T. Payroll Specialist, 998737-00		20050963		A-4090, PAYROLL OFFICE		72.00 Hours	ⓘ ⋮

Returned   0

Error   0

Approved   0

Completed   0

Cancelled   0

Here you can see the names of employees and the respective status of their timesheets. I will explain the different status types on the next page. (Note: Remember to check your Department and to differentiate between if you're looking for a Leave Report or a Timesheet if you can't seem to find the employee you are looking for):

Pending means the employee has submitted the Timesheet or Leave Report to their supervisor for approval

In Progress means they are still working on it and haven't submitted it to your queue for approval

Returned means it was returned by the supervisor or by the Payroll Office for a correction

Approved means the supervisor approved the timesheet (this is usually your goal for your employee's timesheets for approval purposes)

Completed means Payroll Processing of the time from Self Service has completed. This usually occurs sometime <u>after</u> the pay period has been closed after the supervisor approver deadline has passed.

Cancelled means that the Timesheet or Leave Report was cancelled, and nothing from that specific timesheet will be pulled in for processing (this is rare and usually happens when a paper timesheet is submitted for a closed pay period from the past)

When you want to submit, return, or approve a Timesheet/Leave Report for your employee(s), just click on their name to proceed. The next page will show the following (a screenshot example will follow on the next page of this document):

Position Number, Pay Period, and other similar info is towards the top.

The "Time Entry Detail" section on the page shows the separate earning codes by each day the employee entered for the pay period, for example 8 hours regular pay on 5/8/23 and all other daily totals.

The "Time Information" section shows you the time in and time out for all days entered for in the pay period, so this is your record of the employee clocking in and clocking out (please note, Leave Reports shouldn't have this section since Leave time is entered as hours only with no time in or time out entries)

*See screen shot on next page

Payroll Specialist, 998737-00, A, 4090, PAYROLL OFFICE

Pay Period: 05/08/2023 - 05/21/2023 | 72.00 Hours | In Progress | Submit By 05/22/2023, 11:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
05/08/2023	100, Regular Pay	1	8.00 Hours
05/09/2023	100, Regular Pay	1	8.00 Hours
05/10/2023	100, Regular Pay	1	8.00 Hours
05/11/2023	100, Regular Pay	1	8.00 Hours
05/12/2023	100, Regular Pay	1	8.00 Hours
05/15/2023	202, Vacation Non-Exempt	1	8.00 Hours
05/16/2023	100, Regular Pay	1	8.00 Hours
05/17/2023	100, Regular Pay	1	8.00 Hours
05/18/2023	100, Regular Pay	1	8.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out
05/08/2023	100, Regular Pay	1	4.00	07:30 AM			11:30 AM
05/08/2023	100, Regular Pay	1	4.00	12:00 PM			04:00 PM
05/09/2023	100, Regular Pay	1	4.00	07:30 AM			11:30 AM

You can scroll up and down this page to review all time entries. If all looks well or doesn't, you may use the buttons at the bottom of the page to make a choice:

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Hay, James T.

Added on 05/18/2023 (03:20 PM)

Timesheet recalled (System Generated)

Hay, James T.

Added on 05/18/2023 (03:19 PM)

Timesheet recalled (System Generated)

| Return | Details | Recall | Return for correction | Approve |

The **Approve** button will allow you to Approve the Timesheet.

Return for Correction will allow you to return the timesheet to the employee, but it will require a comment in the comment box first (shown here in the snip)

Recall will let you recall the timesheet after approval if for some reason you need to unapprove temporarily (please note that if you need to use this button, this must be before your approver deadline)

Details will bring you to a calendar view of your employees' time entries

Return will bring you to the previous page